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April 29, 1947

MEMORANDUM FOR CHIEF, ICAPS  
EXECUTIVE DIRECTOR FOR P&A  
ASSISTANT DIRECTOR, ORE  
ASSISTANT DIRECTOR, OO  
ASSISTANT DIRECTOR, OCD

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SUBJECT: Implementation of ICAPS Survey

1. The recent survey performed by ICAPS at the direction of the Director requires certain action by the various offices involved. Assistant Directors should study their own copies of the survey with a view of taking all possible advantage of the pertinent recommendations.

2. Many of these recommendations, while incorporated in a survey of only one office, must be implemented by other offices or require action by the Executive Staff (including the Executive for P&A). The Director is fully cognizant of the space problem and of its deleterious effect on operations, communications, and security. As a result of a recent vigorous approach on this matter, we have received acknowledgment from both the Bureau of the Budget and the PBA, stating that they recognize the extreme handicap to CIG and will do all in their power to remedy it as soon as possible.

3. The Director will confer personally with various Assistant Directors on certain of ICAPS recommendations. Likewise, other recommendations had already been adopted and implementing action is underway. The following specific implementing action is desired on the remaining recommendations and is indicated by office in paragraphs below.

4. Chief of Icaps: (Including Adviser for Management)

a. Investigation by ICAPS, in conjunction with ORE, of possible means of expediting clearances of intelligence estimates with ID, WDGS, and Department of State.

b. Furnish management advice to ORE in survey of activating Civil Air Group and United Nations Group in Functional Branch.

5. EXECUTIVE FOR P&A:

a. Support in high priority the rapid build-up of the Reference Branch, ORE.

b. Require Communications Division to submit study and estimate on direct teletype service between FBIB and CIG reproduction center.

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c. Require Communications Division to submit study and estimate on secure telewriter system between ORE and the IAB agencies.

6. ASSISTANT DIRECTOR, ORE:

a. Establish a central intelligence indexing and filing system at the earliest practicable date.

b. The Chief, Reference Branch will coordinate with the Chief, FBIB, in making recommendations to the Assistant Director, OO, concerning the publication by the Reference Branch, ORE, of a periodic index or catalogue which will increase accessibility of monitored broadcasts information previously published.

c. Transfer to the Reference Branch, as soon as space becomes available, all possible reference material now filed in the various staffs and branches of ORE.

d. Develop, in collaboration with OCE, and put into effect a plan whereby the Presentation Branch will place in normal dissemination channels all intelligence and intelligence information obtained from interviews.

e. In collaboration with Advisor for Management submit a plan for the organization of a United Nations Group and a Civil Air Group in the Functional Branch, and a Basic Intelligence Division under the Intelligence Staff.

f. Coordinate with Communications Division, which has been directed to prepare a study on the feasibility of a secure telewriter system between ORE and the IAB agencies.

7. ASSISTANT DIRECTOR FOR OPERATIONS:

a. In order to meet future investigations of CIG budget requirements devise a simple system of cost accounting, such cost accounting to be entered on each collection directive by the Documents Branch when the requirements of the Directive have been met.

b. Chief, FBIB, will coordinate with Chief, Reference Branch, ORE, in making recommendations to the Assistant Director, OO, concerning the publication by the Reference Branch, ORE, of a periodic index or catalogue which will increase accessibility of monitored broadcast information previously published.

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e. For the purpose of rapid transmission of finished manuscripts, FBIB will coordinate with Communications Division, P&A, with reference to requirements for installation of teletype service between FBIB and the CIG reproduction center, such installation to be on a temporary basis only, pending consolidation of CIG activities.

8. ASSISTANT DIRECTOR, OCD:

a. Security Branch, OCD, investigate the feasibility of establishing three to five security standards for CIG personnel, dependent upon the location of offices and the position to which assigned. Such study is in no way intended to lower security standards per se, but may relax certain administrative rules incident thereto.

E.K. WRIGHT  
Brigadier General, USA  
Deputy Director

cc: Director  
Executive Registry  
Central Records (2)

*orig cc ref'd 2 June '47 -*

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